

## **Self Service “My Biz (NAF)”**

### **Module II, Chapter 2**

### **Accessing My Information**

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#### **Introduction**

The Self Service Employee “My Biz (NAF)” provides Non Appropriated Fund (NAF) employees the ability to log into DCPDS and view their employment-related information. The following pages provide a brief overview of the new functionality.

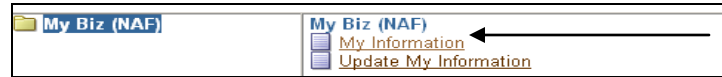
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## View My Information

From My Biz (NAF), select the My Information link.



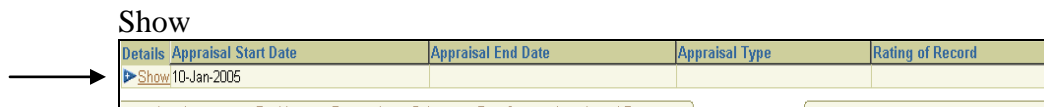
**Figure 1**

This allows the employee to view their information.



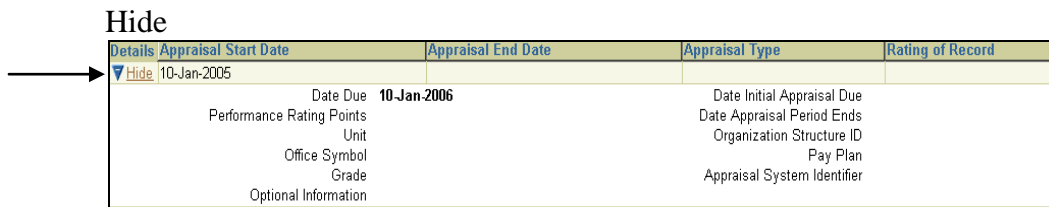
**Figure 2**

## Show/Hide Information



**Figure 3**

A “Show” folder will be displayed when there is additional information available for display. Click the “+” sign within the blue arrow to open the folder and view the additional data elements.



**Figure 4**

Once you finish viewing the information, click the “-” sign to close the folder.

**Information Tabs** - The following is a list of the Tabs and information available under each. The information may differ depending on the branch of service (Army, Air Force, etc).

**Appointment Tab** contains current appointment information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.						
Details	Effective Date	Grade/Pay Band		Job	Step Or Rate	
▼ Hide	27-Sep-2006	NL-02		Custodial Working (3566)	01	
Pay Rate Determinant	0 - Regular Rate	WGI Due Date		28-Mar-2007		
WGI Pay Date	05-Apr-2007	Last Equivalent Increase		27-Sep-2006		
Key Emergency Essential Empl		Annuitant Indicator		Not Applicable		
Date Arrived Personnel Office	27-Sep-2006	Assignment NTE Start Date				
Assignment NTE Date		Leave Without Pay NTE Start Date				
Leave Without Pay NTE Date		Furlough NTE Start Date				
Furlough NTE Date		Email Address				
Employment Category	RFT	Guaranteed Weekly Hours		40		

Retained Grade Details

Date From	Date To	Retained Grade	Retained Step or Rate	Retained Pay Plan	Retained Pay Table ID	Retained Pay Basis
No data exists.						

**Figure 5**

**Position Tab** contains the employee's position information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance	
Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.							
Details	Effective Date	Position Name	Organization	Grade/Pay Band	Job Title	Target Grade	Office Symbol
▼ Hide	27-Sep-2006	AL994.CUSTODIAL WORKER LEADER.337362.ARBA.NAF	U S ARMY GARRISON FORT RILEY HQ ARBAWQVMAA 01	NL-02	Custodial Working (3566)	NL-02	CAM
Supervisory Status		Leader		Personnel Office ID		US Army, Fort Riley, KS	
Target Grade		NL-02		Pay Basis		PH - Per Hour	
FLSA Category		N - Nonexempt		Bargaining Unit Status		AR0120 - Ft. Riley, KS AFGE 2324	
Pay Table ID		N078 Oracle Federal NAF Pay Table (NAF) No. N078		Position Sensitivity		Nonsensitive (NS) National Security Risk	
Position Occupied		Not Applicable		Language Required		Position Not Designated	
Drug Test		Posn Not Req Drug Test		Key Emergency Essential		Emergency-Essential Or Key	
Language Details							
Language Identifier Proficiency Level Reading Proficiency Speaking Proficiency Listening Proficiency Writing Proficiency							
No data exists.							

**Figure 6**

**Personal Tab** contains employee specific information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance	
The following section displays detailed historical information through today's date.							
<b>Details As Of Effective Date</b>							
▼ Hide 27-Sep-2006							
SCD Leave	27-Sep-2006	Social Security Number	F				
Date Of Birth	15-Jul-1963	Gender	F				
Race or National Origin		Handicap Code	15 - Hard of Hearing				
Citizenship	8 - Other, non-U.S. employed in U.S. or territory	Veterans Preference	None				
Email Address		SCD Retirement	27-Sep-2006				
Reserve Category	Not Applicable	Military Recall Status	Y - Not Applicable				
Date Retired Uniform Service		Uniform Service Component					
Uniform Service Designation		Retirement Grade					
Military Retirement Waiver Ind		Creditable Military Service					
Date Prob/Trial Period Begins		Date Prob/Trial Period Ends					
Ethnicity and Race	Black or African American-White	SCD Length of Service					
SCD Civ Severance	27-Sep-2006						
<b>Education Information</b>							
<b>Education Level</b>							
Two years college							
<b>Language Information</b>							
Language Identifier	Start Date	End Date	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency
▶ Show Albanian-Tosk - ALN	27-Sep-2006		Extremely Proficient	General Professional Proficiency	General Professional Proficiency	General Professional Proficiency	General Professional Proficiency

**Figure 7**

**Salary Tab** contains the employee's pay related information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
The following section displays detailed historical information through today's date.						
<b>Details Effective Date</b>			<b>Basic Pay</b>	<b>Currency</b>		
▶ Show 27-Sep-2006			8.41	USD		

**Figure 8**

**Benefits Tab** contains the employee's benefits related information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
The following section displays detailed historical information through today's date.						
<b>NAF Life Insurance</b>						
<b>Life Insurance Plan Code</b>				<b>Optional Life Insurance</b>	<b>Effective Date</b>	
1 x Basic + \$5k Spouse and \$2.5k Dependent Child					27-Sep-2006	
<b>Health Benefits</b>						
<b>Health Insurance Plan</b>				<b>Health Insurance Plan Option</b>	<b>Effective Date</b>	
(PP) - DOD NAF Health Benefits Plan				Single Medical, With Dental	27-Sep-2006	
<b>NAF TSP/401(k)</b>						
<b>Details TSP Whole Dollar Amount</b>				<b>401(k) Total Deferral Percent</b>	<b>Effective Date</b>	
▶ Show				10	27-Sep-2006	
<b>TSP Catch Up Contribution</b>						
<b>Effective Date</b>				<b>Catch Up Amount</b>		
No data exists.						
<b>Retirement Plan</b>						
<b>Retirement Plan Code</b>				<b>Effective Date</b>		
Army NAF				27-Sep-2006		

**Figure 9**

**Awards and Bonuses Tab** displays the employee's award or bonus information.

<a href="#">Appointment</a>	<a href="#">Position</a>	<a href="#">Personal</a>	<a href="#">Salary</a>	<a href="#">Benefits</a>	<b><a href="#">Awards and Bonuses</a></b>	<a href="#">Performance</a>
The following section displays detailed historical information through today's date.						
<b>Award Details</b>						
<b>Effective Date</b>	<b>Award Type</b>	<b>One Time Earnings Amount</b>	<b>Number Of Time Off Hours</b>	<b>Date Of Award</b>	<b>One Time Earnings Code</b>	
19-Oct-2006	Performance Award	250		22-Oct-2006	(4) Performance Based Cash Award	

**Figure 10**

**Performance Tab** displays the employee's performance appraisal information.

<a href="#">Appointment</a>	<a href="#">Position</a>	<a href="#">Personal</a>	<a href="#">Salary</a>	<a href="#">Benefits</a>	<a href="#">Awards and Bonuses</a>	<b><a href="#">Performance</a></b>
The following section displays detailed historical information through today's date.						
<b>Performance Appraisal Due Date</b>						
<b>Performance Appraisal Due Date</b>	<b>Date Probationary Appraisal Due</b>	<b>Performance Evaluation</b>		<b>Date Of Evaluation</b>		
01-Oct-2006		Excellent		01-Oct-2006		

**Figure 11**